

# ARLINGTON CENTRAL SCHOOL DISTRICT CONFERENCE AND TRAVEL REIMBURSEMENT PROCEDURES

## Reimbursable Expenses



### Mileage -

- .545 cents per mile - for miles travelled January 1, 2018 – December 31, 2018
- .535 cents per mile – for miles travelled July 1, 2017 – December 31, 2017

The IRS requires substantiation of all mileage for which reimbursement is claimed. You must attach a printout from MapQuest (**or a similar site**) showing the total distance from your home or your building (**whichever is closer**) to your destination.

Tolls and parking will also be eligible for reimbursement as long as receipts are submitted.

***\*Distance is from work to your destination unless your home is closer.***

### Transportation –

Limo services and other luxury vehicles will not be covered if the cost is greater than mileage and airport parking.

Employees travelling together must carpool and share expenses unless there is a valid reason that is not possible.



### Conventions, Seminars, Conferences – Registration and Lodging

Be sure to submit under My Learning Plan.

If you are paying for the conference and lodging for reimbursement at a later date, be sure to obtain a tax-exempt form from the Business Office.

Registration, workshop and other fees and lodging as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the District. Receipts must be submitted showing proof of amount and date paid.

**Expenses on nonessentials (snacks, minibar, literature, books, etc.)** and activities unrelated to official business are considered personal expenses and will not be reimbursed by the District.



### Meals

Reimbursement will be made for **meals** had **during** the conference, including gratuities which are at a reasonable cost. A meal is breakfast, lunch or dinner. **Detailed receipts must be submitted** to justify reimbursement of meal expenses. A credit card receipt which **does not** show the individual items comprising the total is **insufficient** to warrant reimbursement.

The cost of alcohol shall not be reimbursed under any circumstances.

Reimbursement **will not be made for snacks** or beverages and food purchased before or after the conference, or food consumed on a day other than the day purchased.



### Tipping and Gratuities



Reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted if itemized receipts are provided.

*Be sure to review your claim prior to submission. Claims lacking detail or clarity will be adjusted and reimbursement will be made based on the information available at the time.*

**\*\*Submit all claims for the 2017 – 2018 fiscal year no later than July 7, 2018, otherwise reimbursement will be delayed.\*\***